

MEDICAL EMERGENCY



PROCEDURE

In case of injury or other medical emergency:

1. Dial 9-911 and state that you need medical aid. Stay on the phone and provide the following information:
 - a) Your location, including the building and room number if you know them.
 - b) The telephone number from which you are calling.
 - c) The location of the injured or sick person (if different from your location).
 - d) The person's present condition (e.g., bleeding, breathing erratically, conscious/unconscious, etc.).
 - e) The actions that have been taken so far.
2. Notify Security at 253-589-5682 or from a campus phone dial x5682 and Security staff will arrive at the scene as soon as possible. Inform them which actions have been taken prior to their arrival.
3. After calling Security, stay with the injured person.
4. Do not move the injured person.
5. Administer medical aid only if you are qualified and desire to do so.
6. If possible, have someone meet emergency response personnel and direct them to the injured person's location.
7. Complete an Accidental Injury/Occupational Illness report within 24 hours. The form should be completed by the injured party or their immediate supervisor and forwarded to the Risk Manager. The form can be found online at **<http://support.cptc.edu/forms>**.

